WRITING NCOER

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21ST THEATER SUPPORT COMMAND

WRITING NCOER

- PURPOSE/INTENT
- FORMAT
- KEY POINTS
- USAGE/GRAMMAR
- VOCABULARY

PURPOSE

- PROMOTE?
- NOT YET READY FOR PROMOTION?

FORMAT

- DUTY DESCRIPTION
  - SIZE OF UNIT
  - NUMBER OF SUBORDINATE COUNSELORS
- 2 LINE BULLETS
- SENIOR RATER
  - PERFORMANCE
  - POTENTIAL

KEY POINTS

- DUTY MOS
- AREAS OF SPECIAL EMPHASIS
- SENIOR RATER COMMENTS
- DUTY POSITIONS
- GET INPUT FROM COMMAND CAREER COUNSELOR

USAGE

- PUNCTUATION
- ACTION VERBS
- POSSESSIVE PRONOUNS
- CAUSE AND EFFECT

VOCABULARY

- THESAURUS
- HIGHER THAN 10TH GRADE LEVEL
- 50 CENT WORDS
- CLEARLY CONVEYS COMPLETE THOUGHT

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o achieved 122% of fiscal year 2006 ETS reenlistment mission, the only MSC in USAREUR to meet or exceed this critical objective